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24 February 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
24 February 1966

1. Non-Agency Briefings

A report covering all non-Agency briefings given by Agency officials during 1965 has been submitted to George Moran, Assistant to the DCI. Monthly reports of such briefings will be submitted to Moran hereafter. During calendar year 1965 the Agency conducted 322 briefings.

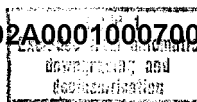
2. Briefing of Colgate University Students

A briefing for a group of 13 Colgate University seniors was conducted on 21 February at 1016 16th Street. This briefing was approved by the Assistant to the Director and was conducted in an uncleared area in accordance with the policy concerning student groups.

3. Managerial Grid

On 14 and 15 February the Management Training Faculty conducted a two-day briefing on the Managerial Grid for 15 employees from the Office of Finance. Phase II of the program was conducted

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this past weekend at 1000 Glebe for 45 O/F personnel.

4. Career Training Program

A quick survey of the language proficiencies, claimed and/or tested, of three current Career Trainee groups has been made to get some indication of the amount of training which might be required if we were called upon to bring every Career Trainee to an elementary proficiency in at least one language prior to his first assignment.

a. OC #20. Of this group of 41, tested proficiencies were 1 native; 2 high; 12 intermediate; 3 elementary; 12 slight. Two claimed no language; 1 claimed slight proficiency but failed the test; and 3 have not been tested.

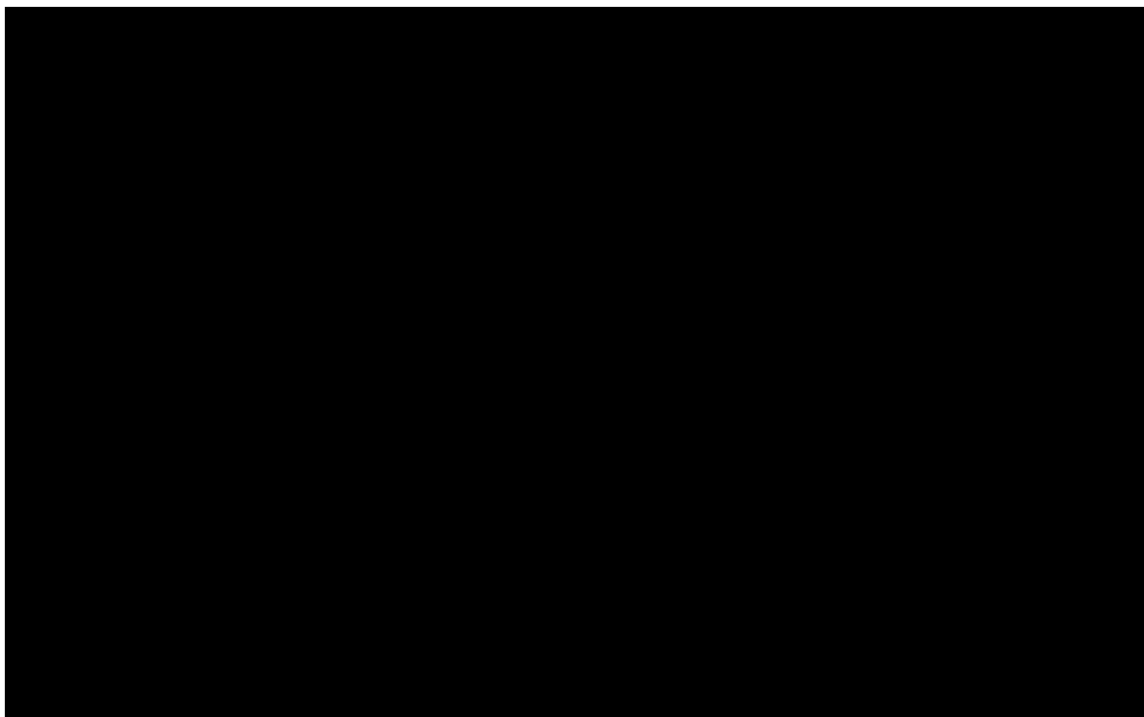
b. Class of October 1965. Of this group of 41, tested proficiencies were: 1 native; 4 high; 3 intermediate; 6 elementary; 14 slight. Five claimed no language, and 8 either have not been tested or have not yet had scores recorded.

c. Class of January 1966. Of this group of 34, only claimed proficiencies can be recorded now because of delay in scheduling and recording of tests. Claimed proficiencies, most of which will be validated by tests, are: 1 high; 9 intermediate; 10 elementary; and 11 slight. Three claim no

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6. Systems Course at Monterey

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[REDACTED] has been nominated for a space in the June Systems Course at Monterey. It will be mid-May, however, before we can expect confirmation.

7. Planning, Programming, and Budgeting Course, University of Maryland

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[REDACTED] informed us on 17 February that an invitation had been received by Col. White from Civil Service Commission for Agency participation in a three-week Planning, Programming, and Budgeting Course, a substitute course for the DOD Monterey Course, to be given on-campus at the University of Maryland. Although the letter had been written by Ken Mulligan of the Civil Service Commission on 11 February requesting nominations by

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16 February, the first we heard about it was [REDACTED] call on the 17th. By the close of business on the 17th we had one nomination from the DDP, [REDACTED]. The Civil Service Commission has guaranteed us at least one slot in the February course and probably more depending on the number of our nominations. Subsequent courses are planned on a monthly basis.

8. Operations Familiarization Course

An item of interest about the OFC is the presence in the class of two GS-15s, [REDACTED], FI Staff, and [REDACTED] Central Cover Staff, and a GS-16, [REDACTED]. In recent years very few senior officers have taken the OFC.

9. Management Course (GS-11 - GS-14)

The briefing of approximately 57 candidates for the Management Course is scheduled to be given in the Main Auditorium at 10:00 A. M. on 24 February. (The class total is 68 but 11 of these are at [REDACTED]) The course is given at [REDACTED] and unlike previous management courses given [REDACTED] arrangements have been made for the people to be transported by plane. They will leave Sunday afternoon, 27 February, and will return March 4, also by airplane. The Clandestine Services has its largest representation in the course since the course's beginning.

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10. Executive Orientation - Planning, Programming, and Budgeting

Twenty-five employees have been nominated for the Executive Orientation Course in Planning, Programming, and Budgeting. However, only 10 spaces were allotted to the Agency in the 24 February session. We are hoping to obtain 15 slots in the 29 March class.

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11. ██████████ NPIC Employees Enrolled in Cornell University

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██████████ is presently in full time training at Cornell University. He has prepared a term paper, "Application of Light for Surveying," which his professor submitted for a Bausch & Lomb award. The paper will not be published unless ██████████ becomes a winner. NPIC has requested a review of ██████████ paper by the Office of Security.

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12. National Interdepartmental Seminar

Ambassador Kidder, Coordinator of the NIS, has expressed concern about the level of participants in the January running of the NIS. He is also concerned as to whether the proper people are being sent to the NIS. He requested faculty advisors to review the assignments of their agency's participants to determine to what extent those nominated meet the criterion of occupying "key positions." He requested that this be done for the last

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five sessions of the Seminar from the 19th Session through the 23rd Session (14 June 1965 to 11 February 1966).

During this period a total of 36 CIA employees attended the NIS, 5 employees were Chiefs of Station or Base, 5 were case officers being assigned overseas, 8 were engaged in operations at Headquarters, 3 were in operational support jobs overseas, 3 were in operational support jobs at Headquarters, 2 were engaged in counterinsurgency training, 9 were from the DDI (Headquarters), and 1 was in intelligence support at Headquarters. The level of the CIA participants was as follows: 2 GS-12s; 6 GS-13s; 16 GS-14s; 10 GS-15s; and 2 GS-16s. This breakdown was shown to Ambassador Kidder and discussed with him. He commented that CIA, like the State Department, needed to exert greater effort toward getting personnel occupying "key positions" into the Course.

13. Unclassified Training for NPIC

As a follow-up to a meeting called by [REDACTED] on 14 February, [REDACTED] met with [REDACTED] at NPIC on 16 February to discuss the unclassified program for provisionally cleared NPIC employees. The meeting was devoted principally to a discussion of the potential make-up of the program. Due to the unavailability of OTR instructors and NPIC's desire to remove students as their

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clearances are received, we pushed for reducing the former three-month course to two months. Also, we considered contracting for certain portions of the instruction and using other methods and developing a package which would be meaningful and yet remain within OTR's capability. Further exchanges are contemplated. Although we hope to utilize space at 1000 Glebe eventually, the program is expected to begin at [REDACTED] on 4 April.

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14. [REDACTED]

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Conversations during the past week with DDP officers, directly responsible for [REDACTED] projects, indicate there are no major problems connected with OTR training programs for these two groups. By now we have made considerable progress in fitting this training into the regular OTR framework, and at the same time, maintaining our priority handling of their major requirements.

15. Chiefs of Station Seminar #5

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COS #5 was completed by 17 students on 11 February. Mr. FitzGerald ended the course with a question and answer period. [REDACTED] advises that the Station Administration Problems portion of the course stimulated quite a bit of discussion.

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certain aspects of intelligence administration and support and the topics ranged from handling finance and personnel problems at a foreign station to financial administration at the Headquarters level.

17. Headquarters Language Lab

There have been several informal requests about the possibility of keeping the Headquarters language lab open beyond the present closing time of 1830 hours. Interest in after-hours study appears to be increasing both by students in formal training and by those engaged in self-study. As the need for laboratory facilities increases, consideration will be given to extending the hours of this facility.

18. OTR Attendance

Internal training attendance for the week of 14 - 18 February 1966 was 498; external attendance was 364.

[REDACTED]

for John Richardson
Director of Training

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